

Rhode Island UST Financial Responsibility Fund Review Board

Suggested Application Format

The suggested format for applications is a three-ring binder and should contain three (3) major Sections (plus Appendices). Sections and subsections should be appropriately divided using report tabs, colored separator sheets, or other generally accepted dividers.

SECTION 1 - Cover Letter

Include a brief cover letter / transmittal indicating the submission of the application to the Review Board including relevant information including but not limited to applicant, site name, site address, site Request for Reimbursement # (RFR#), consultant, etc. The letter may be bound as the first page or attached by paper/binder clip to the outside of the cover.

SECTION 2 - Application Documents

Application documents should be typed or neatly printed and bound. Each application should include the following documents are:

1. **Reimbursement Checklist**
2. **Request for Reimbursement Application, Government Application or Supplemental Application**
3. **Technical Information Form**
4. **Subrogation Agreement (if not previously provided)**
5. **W-9 (if not previously provided)**

The above documents should be bound in the order presented above. Supplemental information provided with the Technical Information Form should be bound immediately thereafter, except the most recent monitoring report, which shall be included in appendix A- Technical Reports.

The application documents **MUST** be thoroughly completed, in order to be considered “*administratively complete*”. Those applications that are not administratively complete will be returned or held until completed documents are received by the Board.

SECTION 3 - Vendor Documents

A Summary Sheet of Vendors may be included at the beginning of this section.

One subsection should be included for EACH PRIMARY VENDOR in alphabetical order, as follows:

VENDOR A

1. **Vendor Expenditure Form**
2. **Verification of Payment Form**
3. **Primary Vendor Invoices with all required back-up in chronological order.**

VENDOR B

1. **Vendor Expenditure Form**
2. **Verification of Payment Form**
3. **Primary Vendor Invoices with all required back-up in chronological order.**

VENDOR etc.

APPENDICES

Appendix A should include all technical reports not previously submitted to the Review Board. Include additional appendices as desired to support your claim.